

REPORTS OF WORK

I. Monthly Progress Report

- (a) For each task order, the Contractor shall furnish three copies of the combined monthly technical and financial progress report stating the progress made, including the percentage of the project completed, and a description of the work accomplished to support the cost.
- (b) Specific discussions shall include difficulties encountered and remedial action taken during the reporting period, and anticipated activity with a schedule of deliverables for the subsequent reporting period.
- (c) The Contractor shall provide a list of outstanding actions awaiting Contracting Officer authorization, such as subcontractor/consultant consents and overtime approvals.
- (d) The report shall specify financial status for each task order as follows:
 - 1. For the current period, display the amount claimed.
 - 2. For the cumulative period display: amount negotiated or latest task order modification amount; amount currently claimed; amount paid; amount suspended; amount disallow; and remaining amount. The remaining approved amount is defined as: the negotiated amount or latest task order amount (whichever is later), less total amounts originally invoiced, plus total amount disallowed.
 - 3. Labor hours.

- (i) A list of employees, their labor categories, and the number of hours worked for the reporting period.
- (ii) For the current reporting period, display the expended direct labor hours and costs broken out by EPA contract labor hour category for the prime contractor and each subcontractor and consultant.
- (iii) Display the estimated direct labor hours and costs to be expended during the next reporting period.
- (iv) Display the estimates of remaining direct labor hours and costs required to complete the task order.

4. Unbilled allowable costs. Display the total costs incurred but unbilled for the current reporting period and cumulative for the task order.

5. A list of deliverables for during the reporting period.

(e) This submission does not change the notification requirements of the "Limitation of Cost" or "Limitation of Funds" clauses requiring separate written notice to the Contracting Officer.

(f) The reports shall be submitted to the following addressees on or before the 15th of each month following the first complete reporting period of the contract. See EPAAR 1552.232-70, Submission of Invoices, paragraph (f), for details on the timing of submittals. Distribute reports as follows:

Task Order Project Officer (TOPO)

Project Officer

Contracting Officer